

Best Practice Compliance Checklist

www.healthyhospital.org/documents/BestPracticeComplianceChecklist.pdf

To effectively implement and enforce a tobacco-free campus, and support people in successfully quitting, the following policies, procedures and communication will need to be in place.

- [Tobacco-free campus wide policy](#)
- Employees [clock-out or obtain supervisor's permission](#) for leaving the campus; Employees may only use tobacco off campus on [unpaid meal time](#)
- Employees can not [smell of tobacco smoke](#), nor can [they trespass, litter, and/or loiter on adjacent properties](#)
- Comprehensive [cessation support](#) is available at no-cost or low cost, including wide distribution of NRT gum and patches, and stress kits
- Reduction of [health insurance premium](#) for non-tobacco using employees
- Train providers to inquire about tobacco use, advise patients to quit, provide [standing orders for NRT](#), and use the [fax referral form](#) for the NC Quitline
- [Patient discharge policy](#) regarding AMA/AWOL from hospital
- [Visible corporate support](#) (e.g. CEO approaching visitors, CEO sending periodic communication to employees and managers)
- Total employee workforce [involvement encouraged, supported, and rewarded](#); employees encouraged to serve on compliance teams.
 - Communicate policy and quitting support via email, newsletters, etc.
 - [Recognize employees](#) who help with enforcement and outreach to community
- Visitors offered [information cards](#) and [stress kits](#) upon entering the hospital, especially in the Emergency Department area
- Inpatient and Emergency Department [admissions consent forms](#) for policy; forms should be verbally presented and then signed by patient

The *Healthy Hospital Initiative* helps hospitals to establish 100% tobacco-free campuses, provide comprehensive cessation support, and build tobacco-free communities.

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